HHS PERFORMANCE MANAGEMENT PROGRAM AT NIH



Prepared by the Office of Human Resources, NIH
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Overview

- Coverage and Concepts
- Sample Outcome
- Assignment of Employee Ratings
- Q&As

Coverage & Concepts Results Focused Program

 Covers GS, WG, and *T42 employees (excludes SES and Commissioned Corps)

 * Appeal to HHS to place senior level T42 scientists in a program akin to SES

Shifts from pass/fail to multi-level

 (4-tiered) rating system with 4 summary ratings possible:

Exceptional, Fully Successful,
Minimally Successful and Unacceptable

 Establishes calendar year as rating cycle for all covered employees

Coverage & Concepts

- Modeled loosely after HHS SES Performance Program:
 - >Links awards to performance
 - Establishes minimum appraisal period as 90 days
 - > Facilitates performance distinctions
 - Uses cascading: one or more critical elements relate to Top 20 and are customized to fit employee situation

Employee Performance Appraisal Form

Includes up to <u>six</u> critical elements that convey annual expected performance requirements

Critical Element Categories

Critical elements are so important that unacceptable performance in any critical element results in an overall rating of unacceptable

Administrative Requirements

- <u>Section</u> for supervisors
 - <u>Section</u> for all staff

Individual Performance Outcomes

Comprised of the following; check the ones that fit:

- Performance Management
- Ethics and Integrity
- EEO/Diversity
- Employee Development
- Workforce Activity
- Customer Service
- Recovering Improper Payments

Three to five of these:

- Outcome 1
- Outcome 2
- Outcome 3
- Outcome 4
- Outcome 5

Sample Performance Outcome

Secretary/ Administrative Assistant

The PD states, "Arranges travel for staff members; prepares travel orders and vouchers."

Sample Performance Outcome

Sample Outcome -

"Travel Services

Travel services are effective, as demonstrated by:

- -Travel orders and vouchers are consistently completed in accordance with NIH, OD, and OHR travel regulations and policy;
- -Vouchers are normally completed within 5-7 days of receipt of the traveler's submission of paperwork."

Four levels possible on individual critical elements and summary ratings

Exceptional:	5 points
Fully Successful:	3 points
Minimally Successful:	2 points
Unacceptable:	1 point

Defined under "Performance Definitions" on pages 7 and 8 of the appraisal form

An overall performance rating is arrived at by averaging the scores.

Total Points by the number of Critical Elements

_	Exceptional

- Fully Successful
- Minimally Successful
- Unacceptable

Performance Awards for Summary Ratings

Performance Award – an annual, performance-based, lump sum cash payment to an individual employee based on the employee's rating of record. A performance award does not increase base pay.

Exceptional:

*2.5 – 5.0% of base pay*mandatory if fundsavailable

Fully Successful:

*Employees eligible for up to 2.0% of base pay
 *only after all employees rated Exceptional have been paid first

Please visit http://hr.od.nih.gov/PerfMgmt/default.htm for more detailed information, including:

- IC Performance Liaison listing and resources
- the PowerPoint Presentation given today
- sample performance plans and outcomes
- detailed information on developing outcomes
- guidance on giving employees feedback

Q&As